#### **Book Donation Policy**

# Adopted 3/17/14

The Friends of the Round Rock Public Library accepts donations of all type of books that are in \*good condition or better. We are especially in need of toddler, children and juvenile books that are in good condition for resale. What a great way to clean off your shelves and help the Friends make money for the Library and get a tax deduction.

#### How to donate:

If your donation is small enough that it can be easily contained in a single box or bag, you may bring it to the first floor desk during normal business hours. Donations should be contained in boxes or bags that do not need to be returned.

If you do NOT need a tax receipt, donations can be dropped off in the bin located at the Sheppard Street entrance inside the library during regular business hours.

## **Large donations:**

Due to limited storage and sorting space please contact us before delivery: www.facebook.com/TheBookNookatRRPL or email <a href="mailto:cfrancisco1@austin.rr.com">cfrancisco1@austin.rr.com</a> to schedule a time for dropping off larger donations. A large donation is any that requires multiple bags or boxes to be contained. As above, donations should be contained in boxes or bags that do not need to be returned.

## Tax Receipt:

If you would like to receive a receipt for your taxes, please be prepared with a count of how many hardcover books, softcover books or other items (magazines, DVDs, CDs, etc.) that you are donating. Important: We must have a count in order to provide a receipt.

### Thank you!



\*Good condition describes the average used and worn book that has all pages or leaves present. Binding is in good condition. Please, no books with evidence of smoke, water, insect, or mold damage.